

PER CAPITA GRANT GUIDELINES FY2018

Bureau of Emergency Medical Services and Preparedness
Division of Family Health and Preparedness, Utah Department of Health

Introduction

The Legislature established the EMS grants program for the purpose of improving the statewide delivery of emergency medical services. This program is administered by the Bureau of Emergency Medical Services and Preparedness, Utah Department of Health, with Rules established by the EMS Committee.

These guidelines provide specific information relevant to the grant application process. Careful adherence to these guidelines will assist the Department in allocating grant resources.

FY2018 Per Capita Grant Application Process

During Fiscal Year 2018 (July 1, 2017 to June 30, 2018), the Utah Department of Health, will distribute approximately \$200,000 to per capita grant applicants. **Grantees shall be limited to licensed and designated EMS providers, and designated dispatch agencies of local or state government or incorporated non-profit entities actively providing emergency medical care in the State of Utah. These providers must be in compliance with the EMS Systems Act and all EMS rules. For-profit licensed agencies that are the primary Emergency Medical Services for a service area are also eligible.** Application forms are available on line at the Bureau website: <http://health.utah.gov/ems/grants>. Incorporated non-profit entities must be registered with the Department of Commerce.

Grants awarded will be implemented through reimbursable grants with the Department of Health; that is, the grantee expends funds for grant approved purposes and the Department reimburses the grantee for expenditures incurred. Unless otherwise specified, grants will begin July 1, 2017 and terminate May 15, 2018. All grant funds unexpended at that time will revert to the Department for future reallocation. **All FY2018 expenditures must be completed by May 15, 2018. The deadline for reimbursement requests for FY2018 is May 31, 2018.**

The schedule for the application process is as follows:

Application with roster must be received by the Bureau no later than 5:00 p.m. **January 27, 2017**. The FY2018 EMS Grant Application and agency roster must **be typed or computer generated**.

| FY2018 Dates | SCHEDULE SUMMARY |
|------------------|--|
| January 27, 2017 | Deadline for Submission of FY2018 application and agency roster. |
| During January | Bureau of EMS will verify and update each agency roster. |
| July 1, 2017 | Beginning of FY2018 grant period, |
| May 15, 2018 | End of FY2018 grant period, final date for expenditures. |
| May 31, 2018 | End of FY2018 grant period, final date for reimbursements. |

Special Conditions

The Bureau will reimburse agencies for expenditures specifically related to the provision of Emergency Medical Services. Rescue and fire equipment **are not** eligible. A vendor invoice and proof of payment (credit card statement or cancelled check) **must accompany a request for reimbursement**. No matching funds are required. However, the remaining unreimbursed portion of competitive grant funds may be submitted for per capita reimbursement upon request.

Agency Roster

All licensed and designated agencies will be notified by email by December 20, 2016 of their current EMS personnel roster on record with the Bureau. Verification or updates to the EMS personnel roster must be returned to the Bureau by

January 27, 2017, to qualify for FY2018 EMS Per Capita Grant funds.

Per capita allocation is determined by the following:

- (a) County classification,
- (b) Number of EMS state certified personnel in each provider agency actively involved in the provision of emergency medical services.
- (c) The level of certification of each of the EMS personnel, with weighting factors as follows:

EMD, EMR = 1 point

EMT = 2 points

EMT-Intermediate and AEMT (advanced) = 3 points

Paramedic = 4 points

CERTIFIED PERSONNEL WILL RECEIVE PER CAPITA FUNDING FOR ONLY ONE AGENCY. AGENCIES THAT COVER MULTIPLE COUNTIES WILL RECEIVE POINTS FOR THEIR PERSONNEL FROM THE COUNTY WHERE THE CERTIFIED PERSON LIVES. IF THE CERTIFIED PERSON WORKS FOR MULTIPLE AGENCIES, POINTS ARE AWARDED TO THE AGENCY WHO PROVIDES THE MAJORITY OF THE TRAINING.

IF APPLICATION WITH ROSTER ARE NOT RECEIVED BY THE BUREAU OF EMS OFFICE ON OR BEFORE JANUARY 27, 2017 THE AGENCY WILL NOT BE ELIGIBLE FOR PER CAPITA FUNDING.

Initial Training and CME

In FY2018, approved grant applicants will receive funds for continuing medical education (CME) or for initial training. No additional application is needed. **CME grant awards are in addition to the Per Capita grant awards.** CME is defined as continuing “medical” education exclusively for agency pre-hospital EMS personnel. A match **will not** be required by applicants.

Reimbursement for Continuing Medical Education (CME) and initial training will need to be submitted on the “**Bureau CME Reimbursement Request**” form. Forms are available on line at <http://health.utah.gov/ems/grants> or can be requested from the Bureau. Actual invoices for instructor fees, conference registrations and hotel bills must accompany the Bureau CME form. The CME form will need to be verified by an agency authority. Recertification fees may not be considered as CME. Teaching aids, videos, DVD’s are eligible if used for training, but equipment such as TV’s, projectors, monitors, and screens are not eligible items for CME. Membership to professional/trade organizations, supplies and promotional materials may not be requested. Travel and per diem reimbursement shall be computed using Utah Department of Health approved rates as follows:

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|---|-----------|
| Hotel/Motel rates: | |
| Salt Lake Valley (Draper to Centerville plus tax) | \$ 100.00 |
| Moab (plus tax) | \$ 100.00 |
| Ogden/Layton/Logan/St. George (plus tax) | \$ 85.00 |
| Price/Blanding (plus tax) | \$ 75.00 |
| Provo/Orem/Lehi (plus tax) | \$ 85.00 |
| Breakfast | \$ 10.00 |
| Lunch | \$ 14.00 |
| Dinner | \$ 17.00 |
| Mileage (\$0.380 actual mileage) | \$ 0.38 |

Travel expenses for (CME) outside of the State of Utah will be considered. See <http://fleet.utah.gov/out-of-state-travel.html> for rates.

Agencies not licensed or designated through the Bureau of Emergency Medical Services and Preparedness may request initial training for basic EMTs, EMR’s, and Dispatchers. Advanced Level Training or Continuing Medical Education will not be funded for Non-designated or non-licensed applicants. The maximum funding amounts are: \$200 per EMR, \$750 per EMT, \$850 per AEMT and \$350 per dispatcher initial training.

In an effort for dispatch agencies to become designated, dispatch agencies may apply for initial Emergency Medical Dispatch training. Only designated dispatch agencies are eligible to participate in the EMS Per Capita grants program.

The Grants Subcommittee has the option to limit funding based on certified personnel, justified need or funds available. **Please DO NOT request more funds that your agency will need. Subsequent grant requests will be significantly penalized if 90% of the awarded grant funds WERE not expended during FY2017.**

Grant Proposal Preparation Assistance or Questions

We recognize there may be questions regarding the program. It is the desire of the Bureau of EMS, the Grants Subcommittee and the State EMS Committee that the grant process be as simple and easy to accomplish as possible. We strongly encourage you to contact your EMS Bureau Grants Coordinator, Gay Brogdon for assistance in grant preparation. Contact Information:

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| Guy Dansie, EMS Director | 801-273-6671 | gdansie@utah.gov |
| Gay Brogdon, Grants Coordinator | 801-273-6603 | gbrogdon@utah.gov |

ALL GRANT APPLICATIONS ARE AVAILABLE on the bureau website: <https://health.utah.gov/ems/grants>